


**EXECUTIVE SECRETARIAT**  
**ROUTING SLIP**

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/Pers				
14	D/OLL		X		
15	D/PAO				
16	SA/IA				
17	AO/DCI				
18	C/IPD/OIS				
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SUSPENSE		Date _____			

Remarks

 Executive Secretary  
 15 Oct 84  
 Date

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818 HART SENATE OFFICE BLDG.  
 U.S. SENATE  
 WASHINGTON, DC 20510  
 PHONE: 224-5241

## Congress of the United States

### Joint Committee on Printing

October 15, 1984

**Executive Registry**

**84 - 9436**

TO: HEADS OF ALL FEDERAL DEPARTMENTS AND AGENCIES

At the initiative of the Joint Committee on Printing, the Government Printing Office has recently completed development of a new category of contracts designed to provide agencies with quick-schedule, short-run printing services. These new contracts have been designated as Agency Direct-Deal/Contractor Direct-Bill term contracts, and they are available to provide timely delivery of quick printing requirements at a minimum cost to the agency.

To achieve these results, each contract is customized from a menu of services and features to provide the exact quick-printing requirements at each agency site. No unneeded features or services are included in the contract. This greatly simplifies agency orders that are placed directly, and it relieves the contractor of the expense of stocking a wide range of supplies that may be ordered only infrequently.

Since these contracts provide for the agency to place work directly and for the contractor to bill the agency directly following delivery of work, the Government Printing Office staff will not normally be involved in assisting in the day-to-day flow of work. This allows further savings to the agency because there will be no GPO surcharges on processed orders. Rather, only a one-time annual charge of \$350 will be levied for establishing the contract. If GPO assistance is needed during the contract period, it will be available as needed. Charges for such assistance will not exceed an additional \$150 per year, regardless of what is required to meet your needs.

We expect that this new contracting method will promote the commercial procurement of some of the work now produced in agency printing plants and duplicating centers. You are encouraged to seek GPO assistance in establishing one or more of these contracts for "overload" work, or for work that no longer can be done in-house. More complex printing requirements and work requiring special handling should be directed to GPO for individual processing or placement on traditional printing contracts.

For more information on these contracts please contact JCP Professional Staff Member James Bradley or Gerald Kleiman.

With every best wish, I am

Sincerely,

*Frank Annunzio*

Frank Annunzio  
 Chairman

